

PUBLIC INTERNAL CONTROL REGULATION

CHAPTER ONE

Introductory Provisions

Purpose and scope

ARTICLE 1- (1) The purpose of this Regulation is to implement the annex to the Public Financial Management and Control Law No. 5018 dated 10/12/2003.

The purpose is to determine the principles, methods, procedures and processes for the establishment, implementation, monitoring and development of the internal control system in public administrations within the scope of general administration, excluding the regulatory and supervisory institutions listed in Schedule (III).

Basis

ARTICLE 2- (1) This Regulation has been prepared based on Articles 55, 56 and 57 of the Public Financial Management and Control Law No. 5018 dated 10/12/2003 and Article 220/A of the Presidential Decree No. 1 on the Presidential Organization.

Definitions

ARTICLE 3- (1) In this Regulation;

a) Ministry: The Ministry of Treasury and Finance,

b) Spending unit: The public administration unit to which appropriations are allocated in the budget and which has spending authority.

units and units to which appropriations are sent with the appropriation transfer document

c) Spending authority: The authority to allocate funds in the budget or the authority to allocate funds via a fund transfer document.
the top executive of each spending unit to which it was sent,

c) Internal control: Ensuring that activities are effective, economical, and in accordance with the administration's objectives, established policies, and legislation.
to ensure efficient operation, protection of assets and resources, and accurate and complete maintenance of accounting records,
The organization, methods, processes, and internal audit system established by the administration to ensure the timely and reliable production of financial and management information, along with the entirety of financial and other controls.

d) Administration: Each public administration within the scope of general administration, excluding regulatory and supervisory institutions,

e) Law: The Public Financial Management and Control Law No. 5018 dated 10/12/2003, f) Board: The Internal

Committee, chaired by the senior executive and composed of the spending authorities of the units located in the central organization and, if deemed necessary, other persons to be appointed by the senior executive.
The Control, Monitoring and Steering Committee,

g) Financial services unit: Strategy development directorates and strategy development departments, and strategy development

g) Financial services unit manager: The head of the strategy development directorates, the unit established in local administrations within the framework of the provisions in the relevant legislation, and in administrations where these units are not established, the unit that carries out financial services in the existing structures of these administrations;

the head of department, the director in directorates where strategy development and financial services are performed, the manager of units established in local administrations within the framework of the provisions in the relevant legislation, and the financial managers of administrations in other administrations.
the unit manager who carries out the services,

h) Senior Manager: The senior manager as defined in Article 11 of Law No. 5018,
It expresses.

PART TWO

The Objectives, Principles, and Components of Internal Control

Central Coordination Task

Objectives of internal control

ARTICLE 4 - (1) The objectives of internal control

are: a) To manage public revenues, expenditures, assets and liabilities in an effective, economical and efficient manner,

(b) Ensuring that public administrations operate in accordance with laws and other regulations, (c) Preventing irregularities and corruption in all financial decisions and transactions, (d) Obtaining regular, timely, and reliable reports
and information for decision-making and monitoring.

d) To prevent misuse and waste of assets and to ensure their protection against losses. Internal control operation ARTICLE

5- (1) Public

administrations shall

operate in accordance with the standards, regulations and methods determined by the Ministry;

a) Activities must be carried out within an appropriate organizational structure where duties, authorities, and responsibilities are clearly defined, and in accordance with ethical values.

adopted, and carried out by sufficient and competent personnel,

b) Identifying the aims and objectives, as well as the risks that may affect their achievement and activities, assessment and development and implementation of appropriate control methods for these risks,

c) Establishing and operating an effective information and communication system, d)

Continuously and systematically monitoring and improving activities, by establishing, implementing,

monitoring and improving internal control systems. Basic Principles of Internal Control ARTICLE 6- (1) The

basic principles of internal control

are as follows: a) Internal control activities are carried out within the

framework of management responsibility. b) Risky areas are primarily considered in internal control

activities, regulations and applications. c) In the establishment and implementation of the internal control system, the institutional

capacities of the administrations are taken into account.

Their specific circumstances, such as the nature of the services they are obligated to provide and their financial situation, are taken into account.

c) Responsibility for internal control encompasses all personnel involved in activities and processes. d) Internal control covers

all financial and non-financial activities, processes, and transactions in all units of the administration. e) The internal control system

is evaluated at least

once a year, and necessary measures are determined. f) Compliance with legislation, transparency, accountability, and effectiveness

are prioritized in the regulation and implementation of internal control.

Good financial management principles such as economy and efficiency are taken as the basis.

Components of internal control

ARTICLE 7 - (1) The components of internal control are: a) Control

environment: An organizational structure in which activities, duties, authorities and responsibilities are clearly defined.

It is run by qualified and competent personnel who have embraced ethical values.

a) To ensure accountability, performance criteria for managers and personnel are determined, and the necessary authority, duties, and responsibilities for establishing and implementing the internal control system are defined. b) Risk assessment: This consists of identifying,

analyzing, measuring the impact and probability, prioritizing, determining decisions to be taken regarding, reporting, and monitoring corporate risks related to the administration's strategic aims and objectives, operational risks related to the activities and processes of spending units, fraud risks, technology-related risks, and similar risks.

c) Control activities: This includes identifying, implementing, and monitoring appropriate control activities to reduce the impact and probability of risks identified in the risk assessment process to acceptable levels. All guiding, preventive, detection, and corrective control activities identified and implemented for risks are incorporated into the administration's internal regulations and implementation processes to ensure continuity.

c) Information and communication: This includes the proper recording, classification, and timely transmission of all information required by the administration to relevant parties, enabling them to fulfill their responsibilities.

d) Monitoring: Continuous monitoring of the internal control system and its operation, or conducting a specific evaluation, or both of these.

The method is to be evaluated and reported by using it together. Internal control center

harmonization task ARTICLE 8- (1) Standards and

methods related to internal control are determined, developed and harmonized by the Ministry.

Within this framework, the Ministry;

a) It establishes public internal control standards and monitors compliance with these standards.

b) Standards and methods relating to preliminary financial control, financial decisions and transactions subject to preliminary financial control, and their control.

It determines the procedures and principles.

c) Prepares regulations regarding spending authorities, determines the spending authority.

It resolves uncertainties regarding related issues.

c) It ensures coordination among administrations in the field of internal control and provides guidance services to administrations.

It gives.

d) General and specific regulations regarding internal control and preliminary financial control with the administrations

They cooperate and hold working meetings.

e) Obtaining reports and information from administrations regarding internal control and preliminary financial control regulations and practices, and the systems

It monitors its operation, evaluates it in terms of compliance with the determined methods and standards, and prepares corporate and consolidated reports.

organizes.

f) It determines the working procedures and principles of the financial services units of the administrations.

g) It provides regular training for the managers of the financial services units of public administrations, other managers and financial services specialists.

It organizes annual information and evaluation meetings, as well as seminars, symposiums, panels, and similar events and activities.

g) Prepares training programs related to internal control and financial management and control systems. h) Researches national and international best practice examples and works towards their implementation.

Public Internal Control Standards

ARTICLE 9- (1) Public Internal Control Standards aim to establish, implement, monitor, evaluate and develop a consistent, comprehensive and standard internal control system in all administrations.

(2) Administrations shall comply with the Public Internal Control Standards in all their financial and non-financial transactions and

It is obliged to fulfill the requirements of these standards.

(3) Public Internal Control Standards; control environment, risk assessment, control activities, information and

It consists of standards and general requirements defined within the framework of communication and monitoring components.

(4) General requirements determined regarding Public Internal Control Standards, aimed at ensuring compliance with said standards.

This includes the following aspects: Compliance with a specific standard requires, at a minimum, fulfilling the general requirements of that standard.

It is essential.

(5) The senior managers of the administrations shall determine the work to be done to ensure the compliance of the internal control system with the Public Internal Control Standards, create an action plan for this work, and ensure that the work is effective.

Necessary measures are taken to ensure that it is carried out in a timely and proper manner.

CHAPTER THREE

Authority, Duties and Responsibilities Regarding Internal Control Key

responsibilities regarding internal control

ARTICLE 10 - (1) Senior executives, spending authorities and other managers shall adhere to professional values and the principle of honest management.

They are responsible, within the scope of their duties and authorities, for ensuring that the organization has the necessary resources, that financial authority and responsibilities are assigned to knowledgeable and competent managers and personnel, that established standards are adhered to, that activities contrary to legislation are prevented, and that a suitable working environment and transparency are provided through a comprehensive management approach.

Authority and Responsibilities of the Senior Manager

ARTICLE 11- (1) The senior manager ensures the establishment of the internal control system in the administration, monitors its operation and takes the necessary measures.

The senior manager defines the duties and responsibilities for establishing the internal control system, implements the necessary written procedures, instructions, and action plans for compliance with the Public Internal Control Standards, and monitors the results of their implementation. The senior manager fulfills the requirements of this responsibility through spending authorities, the financial services unit, and internal auditors.

(2) The senior manager signs the Senior Manager's Internal Control Assurance Statement (Annex-1) included in the annex to this Regulation every year and attaches it to the management activity report. (3) When

signing the internal control assurance statement, the senior manager includes the activity reports submitted by the spending units and attached internal control assurance statements, internal audit reports, financial services unit

It also takes into account the annual internal control system evaluation report prepared by [Name of organization/institution] and the statement of the financial services unit manager. Internal control issues where sufficient assurance is not provided as a result of monitoring the system, and the measures planned to be taken, are included in the internal control assurance statement.

is added.

Duties and responsibilities of the spending authority.

ARTICLE 12- (1) The spending authority shall ensure that the regulations, activities, processes and transactions in his/her unit are in accordance with Public Internal Control.

The spending authority is responsible for ensuring compliance with standards and for being accountable to higher-level managers, senior management, and authorized authorities in a hierarchical manner. To this end, the spending authority establishes, implements, monitors, and reports on the internal control system within their unit. The spending authority ensures the creation of operational guidelines and process flowcharts within their unit, and determines the measures to be taken against risks identified based on these guidelines.

(2) The spending authority shall annually submit the Internal Expenditure Authority's Report (Annex-2) included in the annex to this Regulation.

The employee signs the Control Assurance Statement, attaches it to the unit's activity report, and submits it to the senior manager.

(3) When signing the internal control assurance statement, the spending authority takes into account the information and reports submitted to him/her, as well as the internal audit reports.

Issues identified as lacking adequate assurance as a result of monitoring the control system, and measures to be taken regarding internal control assurance.

It is added to the declaration.

Duties and Responsibilities of Other Managers and Personnel ARTICLE 13- (1)

Other managers and personnel in the hierarchical levels of the administration are responsible for fulfilling and implementing the requirements of the internal control system within the scope of their duties and authority. In this context, risk assessment studies are carried out regarding the tasks performed, and risks requiring action are reported to a senior manager at least once a year, together with improvement suggestions. Risks requiring immediate action are reported immediately.

Duties and responsibilities of the financial services unit manager.

ARTICLE 14- (1) The financial services unit manager shall ensure the establishment of the internal control system in the expenditure units and

It directs and coordinates compliance efforts with Public Internal Control Standards, provides training and guidance services, monitors and evaluates implementation results, reports to senior management, and conducts preliminary financial control activities.

(2) The financial services unit manager shall prepare the Financial Services Unit (Annex-3) included in the annex to this Regulation every year.

The Services Unit Manager signs the statement and attaches it to the administrative activity report.

Duties and responsibilities of the accounting officer.

ARTICLE 15- (1) The accounting officer shall ensure that the accounting records are in accordance with the procedures and standards,

They are responsible for keeping it transparent and accessible.

Duties and Responsibilities of Internal Auditors ARTICLE

16- (1) Internal auditors are responsible for auditing the internal control system within the scope of the Law and other relevant legislation and reporting to the senior

manager. In the reports they prepare, internal auditors develop recommendations by relating their findings to the requirements of internal control, Public Internal Control Standards and other relevant regulations.

Duties and Responsibilities of the Internal Control Monitoring and Steering Committee ARTICLE 17- (1)

The Internal Control Monitoring and Steering Committee is responsible for monitoring, guiding, and reporting to the senior management on the internal control system and compliance efforts with the Public Internal Control Standards. The Committee meets at least twice a year.

(2) The secretariat services of the Board are carried out by the financial services unit.

CHAPTER FOUR

Compliance Studies with Public Internal Control Standards

Compliance with Public Internal Control Standards

ARTICLE 18- (1) Compliance studies with Public Internal Control Standards in administrations; expenditure units

It is carried out under the responsibility, leadership and supervision of the senior management, with the technical support and coordination of the financial services unit. If deemed necessary, the consulting support of internal auditors may be utilized with the approval of the senior management.

(2) Initiating, conducting and monitoring compliance studies with Public Internal Control Standards in administrations

The procedures and principles related thereto are determined by the senior executive of the administration.

(3) Units authorized to spend with the appropriation transfer document are responsible for complying with the Public Internal Control Standards.

together, excluding the Higher Education Council and the units of universities and high technology institutes, the Public Internal Control stipulated in this Regulation.

There is no obligation to prepare compliance action plans for these units. The preparation of such action plans is also the responsibility of these units.

If deemed necessary by the senior management, the procedures and principles related to this will be determined by the financial services unit.

(4) According to the latest address-based population registration system results announced by the Turkish Statistical Institute, the population does not exceed 50,000

While municipalities are responsible for ensuring compliance with the Public Internal Control Standards, they must also comply with the Public Internal Control Standards stipulated in this Regulation.

There is no obligation to prepare adaptation action plans. The preparation of these action plans should be foreseen by the senior management.

In this case, the procedures and principles related to this are determined by the financial services unit.

Action plan for compliance with Public Internal Control Standards in spending units.

ARTICLE 19- (1) The spending authority shall appoint an assistant as internal control and risk coordinator,

If there is no assistant, under the coordination of an official at the hierarchical level closest to him/her, and with the participation of sub-unit managers and personnel in the spending unit, the unit evaluates the current compliance of its activities with the Public Internal Control Standards and implements a unit Public Internal Control Standards compliance action plan that includes measures to ensure or strengthen compliance.

(2) The spending authority shall include in the unit's Public Internal Control Standards compliance action plan the actions that are within its authority.

It ensures its implementation within the foreseen timeframe and monitors its results.

(3) Issues that concern the entire administration or that fall within the scope of the unit's duties but require the approval of the senior manager

The actions are reported to the financial services unit to be included in the administration's Public Internal Control Standards compliance action plan.

(4) The procedures and principles regarding the preparation, implementation and monitoring of the unit's Public Internal Control Standards compliance action plan are prepared by the financial services unit and enter into force with the approval of the senior manager.

Risk control action plan for spending units

ARTICLE 20- (1) The spending authority shall appoint an assistant as internal control and risk coordinator,

If there is no assistant, under the coordination of an official at the highest hierarchical level, and with the participation of sub-unit managers and personnel in the spending unit, the unit implements the unit risk control action plan, which is prepared to identify and evaluate risks that may negatively affect the activities and processes carried out in the unit, and to take measures to reduce the impact and probability of these risks.

(2) The spending authority shall take action on the risk control plan of the unit and within its authority.

It ensures that the actions are implemented within the timeframe stipulated in the plan and monitors their results.

(3) Operational risks related to the activities and processes of spending units are included in the administration's strategic plan.

Financial measures that could negatively impact the area's aims and objectives are to be included in the administration's risk control action plan. It is reported to the services unit.

(4) Procedures for the preparation, implementation and monitoring of the unit risk control action plan.

The guidelines are prepared by the financial services unit and come into effect with the approval of the senior management.

ARTICLE 21- (1) The financial services unit submits the actions communicated by the spending units to be included in the Public Internal Control Standards compliance action plan to the Internal Control Monitoring and Steering Committee for evaluation.

The Board may decide to add a new act, to re-evaluate acts, or to remove acts.

(2) The action plan is put into effect after any changes deemed appropriate by the senior manager are made. Action

(3) The action plan may be revised at any time with the approval of the senior manager in line with the needs that arise during the implementation of the work foreseen in the plan. The action plans for compliance with

Public Internal Control Standards are prepared by the financial services unit for periods of up to two years, at the latest by the first of January of the first year of the period it covers.

It is put into effect as of week 1. The administration's action plan for compliance with Public Internal Control Standards is sent to the Ministry within ten working days following the approval of the senior manager.

(4) The results of the actions foreseen in the administration's action plans for compliance with Public Internal Control Standards, The financial services unit of the administrations monitors the data regularly, at least every six months, and submits it to the senior management in two periods, at the end of June and December of each year, in the format of an action plan.

(5) The financial services unit prepares the administrative risk control action plan, which consists of the corporate risks related to the aims and objectives included in the administration's strategic plan and the risks reported by the expenditure units to be added to the administrative risk control action plan, and submits it to the Board. The administrative risk control action plan, evaluated by the Board, is submitted to the senior executive for approval. The implementation of the administrative risk control action plan, which comes into effect with the approval of the senior executive, is monitored by the financial services unit at periods determined by the administration and the results are reported to the Board.

Monitoring the internal control system in the administration.

ARTICLE 22- (1) The spending authority shall be responsible for the internal control components of the regulations, activities, processes and transactions in its unit. It monitors the level of compliance with Public Internal Control Standards by conducting continuous assessments and reports the results to the financial services unit.

(2) The spending authority requests the monitoring of the internal control system of the financial services unit. It ensures the provision of information and the application of internal control system evaluation methods within the unit.

(3) The financial services unit monitors and evaluates the results of the implementation of the internal control system in the administration, taking into account the opinions of the administration's managers and other personnel, the requests and suggestions of individuals and/or administrations, the evaluations of the spending units, the results of the implementation of the action plans and the reports prepared as a result of internal and external audits, and submits the internal control system evaluation report it has prepared to the senior manager in order to provide evidence for the assurance statements. The internal control system evaluation report approved by the senior manager and the results of the implementation of the administration's Public Internal Control Standards compliance action plan are sent to the Ministry by the administrations listed in the annexes (I), (II) and (IV) to the Law no later than March 15 of the following year, and by local administrations no later than May 15 of the following year.

(4) The senior manager monitors the results of the implementation and takes the necessary measures.

Monitoring of the internal control system by the Ministry ARTICLE

23- (1) The compliance efforts and compliance level of the administrations with the Public Internal Control Standards are monitored and evaluated by the Ministry within the framework of the Law, this Regulation, the Public Internal Control Standards and other relevant regulations. The monitoring and evaluation activities to be carried out by the Ministry are performed by regularly monitoring the internal control documents and other information sources prepared by the administrations and by conducting on-site monitoring and evaluation within a specific plan.

(2) The tools and methods for planning, conducting, reporting and publishing the results of the monitoring and evaluation to be carried out within the scope of this article, the information and documents to be sent to the Ministry by the administrations and other matters are determined by the Ministry.

(3) The administrations shall submit the information and documents to the Ministry within the scope of regular monitoring and on-site monitoring and evaluation. They are obliged to provide all information and documents requested by them.

CHAPTER FIVE:

Miscellaneous and Final Provisions

Regulations to be made by the administrations

ARTICLE 24- (1) Regulations approved by the senior executives of the administrations in accordance with this Regulation and other relevant regulations shall be sent to the Ministry within ten working days following the approval of the senior executive.

Regulation and coordination task

ARTICLE 25 - (1) The Ministry shall, within the framework of the Law and this Regulation, determine the methods and standards related to internal control. It is responsible and authorized to ensure coordination in this regard, to make the necessary arrangements, and to issue guidelines for implementation.

Eliminating doubts

ARTICLE 26 - (1) The Ministry shall address any doubts that may arise in the implementation of this Regulation.
is authorized to remove it.

Work and transactions carried out in electronic environment

ARTICLE 27- (1) Work and transactions within the scope of this Regulation shall also be carried out in electronic environment.
realizable.

Procedures and principles that have been abolished

ARTICLE 28- (1) The Procedures and Principles Regarding Internal Control and Preliminary Financial Control
published in the Official Gazette dated 31/12/2005 and numbered 26040 third supplementary issue are hereby repealed.

(2) The provisions of the Procedures and Principles Regarding Internal Control and Preliminary Financial Control that have been repealed, relating to internal control.
References made herein refer to this Regulation; references made herein refer to the provisions relating to preliminary financial control.

This is considered to be in accordance with the Inspection Regulation.

Compliance

process TEMPORARY ARTICLE 1- (1) Unit Public Internal Control Standards compliance action plans shall be prepared as of the publication of this Regulation.
Starting from the beginning of the following year, and gradually in at least three expenditure units to be determined by the administration each year, the Public Internal
Control Standards compliance action plan will be prepared and implemented in all units of the administration by January 1, 2028 at the latest. Until the unit
Public Internal Control Standards compliance action plan is prepared, the units will continue to send their actions to the financial services unit to be included in the
administration's Public Internal Control Standards compliance action plan.

(2) The timetable for the gradual transition of all expenditure units in accordance with the first paragraph is the financial
It is prepared by the services unit and put into effect with the approval of the senior management.

(3) The preparation of the risk control action plans mentioned in Articles 20 and 21 of this Regulation shall commence no
later than 1/1/2026.

Force

ARTICLE 29 - (1) This Regulation shall enter into force on the date of its publication.
Executive

ARTICLE 30 - (1) The Minister of Treasury and Finance shall execute the provisions of this Regulation.

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